

Message Text

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FM USMISSION GENEVA

TO SECSTATE WASHDC PRIORITY 5461

UNCLAS GENEVA 1379

FOR WALKER, STATE/OIC, AND HACKETT, ACDA/A FROM MEYERS

EO 11652: NA

TAGS: OCON, AFIN, CCD

SUBJ: CCD: SPRING SESSION, GENEVA, FEB 15 THRU APR 28, 1977

1. REFTEL CONTEMPLATED CCD SPRING SESSION FROM FEB 15 TO APR 22, 1977. CCD AGREED FEB 24 EXTEND THROUGH APR 28, HENCE REQUIRING INCREASE IN SUMS ALLOTTED. BASIC PROBLEM, APART FROM OTHER ADMINISTRATIVE SUPPORT COSTS, IS TO ASSURE TWO SECRETARIES ARE AVAILABLE AT TIME OF HEAVY LOAD OF TRANSCRIBING REPORTS AND OTHER MESSAGES, PARTICULARLY EARLY MORNING AND LATE IN DAY. THIS CCD SPRING SESSION INVOLVES LARGE NUMBER OF MEETINGS, AS FOLLOWS: TWO PLENARIES PER WEEK; INFORMAL WORKING MEETINGS AGREED FEB 24, CONSISTING PROBABLY OF MINIMUM OF 3-4 PER WEEK; 8 MEETINGS OF SEISMIC EXPERTS' GROUP, JUST COMPLETED, WITH EQUAL NUMBER TO BE HELD WEEK OF APRIL 25, UNSPECIFIED BUT PRESUMABLY 4-6 EXPERTS' MEETINGS EACH ON BOTH MDW AND CW; ONE OR MORE MEETINGS OF WESTERN GROUP PER WEEK; 2 MEETINGS PER WEEK OF ALLIED COUNTRIES FOR BRIEFINGS BY USDEL; AND USUAL LARGE NUMBER OF BILATERAL AND MULTILATERAL CONSULTATIONS BETWEEN US AND SOVIET CO-CHAIRMEN AND BETWEEN USDEL AND OTHER CCD DELS. INDICATION OF NUMBER AND VARIETY OF THESE MEETINGS HAS BEEN SPECIFIED HERE TO PROVIDE SENSE OF EXTENSIVE REPORTING REQUIREMENTS, INVOLVING NEED FOR SECRETARIAL HELP, AND UNCLASSIFIED

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TO GIVE INDICATION THAT MANY OF THESE MEETINGS OCCUR IN MORNING AND RUN TILL LATE IN AFTERNOON, WITH CONSEQUENT NEED FOR LATE-HOUR TYPING OF REPORTING TELEGRAMS OR TYPING THEM EARLY MORNING FOLLOWING DAY.

2. IN PRACTICAL TERMS, IN FIRST WEEK OF CCD MEETINGS (EXCLUDING SBT/PREPCOM MEETINGS WHEN OVERTIME FOR ONE

SECRETARY AVERAGED 3.5 HOURS PER EVENING), USDEL SECRETARIES TOGETHER AVERAGED THREE HOURS OVERTIME PER DAY. THEREFORE, QUESTION IS NOT WHETHER THERE WILL BE LATE HOUR DUTY TYPING REQUIREMENT, BUT HOW MUCH AND, CONSEQUENTLY, HOW TO MEET THIS REQUIREMENT ON ROTATIONAL BASIS TO AVOID CONSISTENT LATE-HOUR DUTY BY SINGLE SECRETARY BROUGHT FROM WASHINGTON. WHILE THERE ARE TWO LOCAL-HIRE SECRETARIES AUTHORIZED, THUS MATERIALLY REDUCING NORMAL DEL COSTS ACCRUING FROM BRINGING SECRETARIES FROM US, IN FACT ONE IS COMPLETELY OCCUPIED WITH DOCUMENTATION, COMMUNICATION WITH OTHER CCD DELS AND WITH UN SECRETARIAT. THUS, PRINCIPAL QUESTION IS HOW BEST TO USE OTHER LOCAL-HIRE SECRETARY (GLAZER). USDEL AND USMISSION ESTIMATE GLAZER'S OVERTIME WILL AVERAGE 5-6 HOURS PER WEEK. THIS WILL NOT TAKE PLACE DAILY, BUT ON ROTATIONAL BASIS OF ALTERNATING WITH ACDA SECRETARY (KRENZEL) WHOSE OVERTIME IS PAID DIRECTLY BY ACDA AND IS NOT OIC COST. ON BASIS ELEVEN WEEKS (ONE OF WHICH ALREADY PASSED) AT 5-6 HOURS PER WEEK, THIS EQUALS 55-66 HOURS TIMES 20 SFR PER HOUR, OR \$440 TO \$520 MAXIMUM REQUIRED FOR OVERTIME. IN ADDITION, THERE IS REQUIREMENT FOR REGULAR DUTY PAY FOR GLAZER DURING THIS PERIOD, AMOUNTING TO SFR 8,000, AND PROPORTIONAL SHARE OF ADMINISTRATIVE SUPPORT COSTS FOR USDEL FOR ADDITIONAL WEEK UNTIL APRIL 28, AMOUNTING TO SFR 800. IN LIGHT TOTAL INITIAL AUTHORIZATION FOR ADMINISTRATIVE SUPPORT OF \$11,950 (REFTEL, ESTIMATED BALANCE REQUIRED IS \$2,500.

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3. THIS LONG DESCRIPTION OF WORK REQUIREMENTS AND SECRETARIAL BURDEN ENSUING THEREFROM IS PROVIDED IN ORDER TO BUTTRESS FACT THAT, CONSIDERING HIGH PRIORITY WHICH ADMINISTRATION IS UNDERSTOOD TO ASSIGN TO CCD AS MAJOR MULTILATERAL NEGOTIATING FORUM FOR IMPORTANT DISARMAMENT ISSUES, SUCH AS CW AND CTB, ADDITIONAL ADMINISTRATIVE AND SECRETARIAL COSTS CONSTITUTE RELATIVELY SMALL SUM. URGENTLY REQUEST POSITIVE REACTION TO DEMONSTRATE DEPARTMENT IS POUND-WISE. USMISSION CONFERENCE SERVICES OFFICER JOINS IN SUPPORTING THIS ANALYSIS, ALTHOUGH NOT NECESSARILY IN THESE DIRECT TERMS. CATTO

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